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Chapter 07: Information Resources Management Records

Chief Information Officer

A-07-001-01 Information Technology (IT) Program Planning Records

Description: Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.

Disposition: Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.

DispAuthNo: GRS 27, item 1 **Date Edited:** 7/24/2012

A-07-001-02 Legal and Regulatory Compliance Records

Description: Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.

Disposition: Cut off annually. Destroy/delete when 5 years old.

DispAuthNo: GRS 27, item 4 **Date Edited:** 9/19/2012

A-07-001-03 CIO Committee Records

Description: Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.

Disposition: Cut off annually. Destroy/delete when 5 years old.

DispAuthNo: GRS 27, item 5 **Date Edited:** 7/24/2012

A-07-001-04 CIO Subject and Office Records

Description: Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.

Disposition: Cut off annually. Destroy/delete when 5 years old.

DispAuthNo: GRS 27, item 6 **Date Edited:** 7/24/2012

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A-07-001-05 Schedules of Daily Activities

Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.

Disposition: Cut off annually. Destroy/delete when not less than 2 years but not more than 5 years old.

DispAuthNo: GRS 27, item 7

Date Edited: 7/24/2012

Deputy Assistant Secretary

A-07-002-01 Information Management Policy Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on information services, information systems operations, and planning and development of information activities covering: applied technology, automation, compact disks, classification reviews, corporate systems, cryptography, data processing, development, digital systems, diplomatic mail and pouch, directives, E-mail, engineering, equipment, facilities, fax, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information resources administration and research, installations, interagency affairs, libraries, networks management, logistics, maintenance, micrographics, procedures, procurement, programs, publishing, records management, Secretary correspondence, security, standards, strategic planning, systems, technical support, technology, telecommunications, training, user services, and other related subjects.

Disposition: Permanent. Cut off file at the end of each calendar year. Retire to RSC for transfer to WNRC when 3 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-059-95-4, item 1

Date Edited: 9/10/2004

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Executive Office

A-07-003-01 Administrative Officer Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, telegrams, and other documentation of the administrative executive officer covering: activity reports, administrative management services, automated systems management, budget records, communications, daily activities, expenditures, financial services, functional statements, funds, general services, internal activity reports, office organization, organizational charts, pay, personnel services, printing, procedures, procurement, property, schedules, security, services, space, staffing, statistical reports, training, transportation, travel, utilities, vehicles, work progress reports, workload reports, and other related subjects.

Disposition: Cut off at the end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS-23, item 1 **Date Edited:** 4/1/1999

A-07-003-02a Financial Services Files - Arranged by TAGS and Terms

Description: Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

a. Memorandums of Understanding and Interagency Agreements.

Disposition: Cut off at end of each calendar year or fiscal year as appropriate. Destroy 3 years after termination date or when no longer needed.

DispAuthNo: N1-059-95-4, item 7a **Date Edited:** 4/1/1999

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A-07-003-02b Financial Services Files - Arranged by TAGS and Terms

Description: Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

b. All other items.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-95-4, item 7b **Date Edited:** 4/1/1999

A-07-003-03 Management Services Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, telegrams, and other documentation on management services covering: activity reports, automated systems management, communications, daily activities, distribution, equipment request, functional statements, general services, maintenance, office organization, organizational charts, printing, procedures, property, services, space, statistical reports, transportation, vehicles, Personal Custody Property (OF-130), Property Survey Report (DS-310), and other related subjects.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS-23, item 1 **Date Edited:** 4/1/1999

A-07-003-04 Office Administrative Files - Arranged by TAGS and Terms

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Cut off at end of each calendar year. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1 **Date Edited:** 2/18/2010

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A-07-003-05a **Employee Folders**

Description: Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.

a. Employee Performance Appraisal Reports.

Disposition: Destroy when 1 years old, or when no longer needed, which ever is sooner.

DispAuthNo: GRS 1, item 23

Date Edited: 4/1/1999

A-07-003-05b **Employee Folders**

Description: Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.

b. All other documents.

Disposition: Destroy 1 year after employee has left bureau.

DispAuthNo: GRS 1, item 18

Date Edited: 4/1/1999

A-07-003-06 **Defense Liaison Files**

Description: Agreements, correspondence, instructions, memorandums, memorandums of understanding, procedures, technical manuals, and other documentation on defense covering: accountability, allied military traffic, allied routing indicators, American Forces Radio and Television Service, commanders in chief, communications, conferences, counterterrorism, coordination, couriers, crisis management, emergency action procedures, equipment, exercises, Joint Chiefs of Staff, Operations Center, projects, Regional Information Management Centers, satellites, security, support, training, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 5

Date Edited: 4/1/1999

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Architecture and Planning

A-07-004-01 Information Planning and Development Policy Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on planning and development covering: applied technology, automation, corporate systems, development, Internet, networks management, program planning, standards, strategic planning, systems, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-059-95-4, item 11

Date Edited: 4/1/1999

A-07-004-02a Applied Technology - Engineering Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-059-95-4, item 12a

Date Edited: 4/1/1999

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A-07-004-02b(1)	Applied Technology - Engineering Files
Description:	Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects. b. All other material. (1) Short-term: transactions, inactive, and completed material.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-4, item 12b(1) Date Edited: 4/1/1999
A-07-004-02b(2)	Applied Technology - Engineering Files
Description:	Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects. b. All other material. (2) Long-term: life of project/program history. Procedures, guidelines, background information, precedence, etc.
Disposition:	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
DispAuthNo:	N1-059-95-4, item 12b(2) Date Edited: 4/1/1999

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A-07-004-03 Applied Technology - Systems Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology and systems covering automated systems, computers, contracts, coordination, data management systems, development capabilities, emergency planning, enhancements, engineering, evaluations, Federal Information Processing Standards, Foreign Affairs Information System (FAIS), hardware, information management, integration, installations, mainframes, maintenance, management, networks, new systems, new technology, operating systems, planning, procedures, project development, software development, specifications, statements of work, systems integration, technical advice, technical requirements, telecommunications, testing, weekly activity reports, and other related subjects.

Disposition: Place in inactive file after project is closed. Destroy 2 years after project is closed.

DispAuthNo: N1-059-95-4, item 13

Date Edited: 4/1/1999

A-07-004-04 Development - IM Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on the development and enhancements of information management systems covering analytical methods, assessment criteria, bench marking procedures, data processing, developments, emerging technologies, enhancements, evaluations, information management, integration, new developments, office automation, projects, systems development, telecommunications, telephones, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old or when no longer needed whichever is later.

DispAuthNo: N1-059-95-4, item 14

Date Edited: 4/1/1999

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A-07-004-05a	Development - Corporate Systems Files - Arranged by TAGS and Terms		
Description:	Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects. a. Subject Files.		
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.		
DispAuthNo:	N1-059-95-4, item 15a	Date Edited:	4/1/1999
A-07-004-05b	Development - Corporate Systems Files		
Description:	Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects. b. Project Files.		
Disposition:	Destroy when no longer valid or necessary for current operations.		
DispAuthNo:	N1-059-95-4, item 15b	Date Edited:	4/1/1999

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A-07-004-06a	Development - Office Automation Files - Arranged by TAGS and Terms		
Description:	Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.		
	a. Subject Files.		
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.		
DispAuthNo:	N1-059-95-4, item 16a	Date Edited:	4/1/1999
A-07-004-06b	Development - Office Automation Files		
Description:	Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.		
	b. Project Files.		
Disposition:	Destroy when no longer valid or necessary for current operations.		
DispAuthNo:	N1-059-95-4, item 16b	Date Edited:	4/1/1999

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A-07-004-07 Planning and Development Subject Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams and other documentation on life- cycle management plans covering advanced technology, automated systems, briefings, corporate systems, developments, efficiency, enhancements, evaluations, feasibility studies, Federal Information Processing Standards (FIPS), goals, information management, interagency information resources management planning, long-range planning, mission objectives, networks, OIS-FPC Automated Indexing and Retrieval System (OASYS), objectives, operational planning, policies, procedures, proposals, requirements, resources, reviews, services, software, standards, strategic planning, systems, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 5 years old.

DispAuthNo: N1-059-95-4, item 17 **Date Edited:** 4/1/1999

A-07-004-08 Plans - Major Acquisitions Programs - Subject Files

Description: Correspondence, memorandums, reports, and other documentation on major Department acquisitions covering automated data processing equipment, contracts, cost-benefit analysis, equipment, evaluations, feasibility studies, Federal Acquisition Regulations (FAR), Federal Information Resources Management Regulations (FIRMR), GSA, information management, information systems, mainframes, maintenance, needs analyses, plans, purchasing, procurement, Regional Administrative Management Centers (RAMC), request for proposals (RFP), requirements analyses, security, services, statements of work, studies, technical surveys, telecommunications equipment, telephones, tests, vendors, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 18 **Date Edited:** 4/1/1999

A-07-004-09 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

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A-07-004-10a Plans - Contracting Officer Files

Description: a. Transactions of \$25,000 or less; and all construction contracts of \$2,000 or less.

Signed originals of: Contract, contract modifications, approvals, determinations, findings, justifications, small purchases, and supporting data.

And other related documents: administration, awards, bond documents, findings, inspections, leases, maintenance, payments, purchase orders, receipts, requisitions, successful bids and proposals (solicited and unsolicited), and surety documents.

Disposition: Destroy 3 years after final payment.

DispAuthNo: GRS-3, items 3a(2) and 5a

Date Edited: 8/16/2007

A-07-004-10b Plans - Contracting Officer Files

Description: b. Transactions over \$25,000 and all construction contracts over \$2,000.

Signed originals of: Contract, contract modifications, approvals, determinations, findings, justifications, small purchases, and supporting data.

And other related documents: administration, awards, bond documents, findings, inspections, leases, maintenance, payments, purchase orders, receipts, requisitions, successful bids and proposals (solicited and unsolicited), and surety documents.

Disposition: Destroy 6 years 3 months after final payment.

DispAuthNo: GRS-3, items 3a(1)(a) and 5a

Date Edited: 6/6/2013

A-07-004-11 Plans - Acquisition Feasibility Study Case Files

Description: Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

Disposition: Destroy 5 years after completion or cancellation of study.

DispAuthNo: GRS 16, item 9

Date Edited: 4/1/1999

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A-07-004-12 Plans - Acquisition Reference Files**Description:****Disposition:** Destroy when no longer needed.**DispAuthNo:** Non-Record**Date Edited:** 4/1/1999

A-07-004-13 Plans - IRM Triennial Review Files**Description:**

Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.

Disposition: Destroy when 7 years old.**DispAuthNo:** GRS 16, item 11**Date Edited:** 4/1/1999

A-07-004-14 Plans - Strategic Planning Files - Arranged by TAGS and Terms**Description:**

Correspondence, memorandums, plans, reports, telegrams, and other documentation on information management strategic planning covering analyses, cost benefits analysis, examination, information management, Information Resources Management (IRM) Triennial Review, interagency liaison, objectives, planning, procedures, programs, resources, reviews, source materials, studies, systems, systems migration, and other related subjects.

Disposition: Cut off at end of calendar year. Destroy when 3 years old.**DispAuthNo:** N1-059-95-4, item 20**Date Edited:** 4/1/1999

A-07-004-15a Plans - System Standards Policy and Review Files - Arranged by TAGS and Terms**Description:**

Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

a. Subject Files.

Disposition: Cut off at end of calendar year. Destroy when 3 years old or when no longer needed whichever is longer.**DispAuthNo:** N1-059-95-4, item 21a**Date Edited:** 4/1/1999

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A-07-004-15b(1) Plans - System Standards Policy and Review Files - Arranged by subject

Description: Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(1) Master Set (final).

Disposition: Retire to RSC 1 year after updated. Destroy when 5 years old.

DispAuthNo: N1-059-95-4, item 21b(1) **Date Edited:** 4/1/1999

A-07-004-15b(2) Plans - System Standards Policy and Review Files - Arranged by subject

Description: Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(2) Drafts.

Disposition: Destroy when 3 years old or when no longer needed whichever is longer.

DispAuthNo: N1-059-95-4, item 21b(2) **Date Edited:** 4/1/1999

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A-07-004-16	Enterprise Architecture Records		
Description:	Records identifying the IT systems and networks required to perform the agency mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency baseline architecture, target architecture, and related sequencing plans.		
Disposition:	Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.		
DispAuthNo:	GRS 27, item 2	Date Edited:	7/24/2012
A-07-004-17	IT Capital Investment Records		
Description:	Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency capital investment portfolio; and clearance and review records.		
Disposition:	Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.		
DispAuthNo:	GRS 27, item 3	Date Edited:	7/24/2012

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Program Management Office

A-07-005-01a Y2K Policy and Planning Records

Description: Records created by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

a. Recordkeeping copy maintained by office managing overall agency Y2K compliance efforts

Disposition: Temporary. Cut off files at project completion. Destroy five years after cut off.

DispAuthNo: N1-059-00-19, item 1a **Date Edited:** 4/1/1999

A-07-005-01b Y2K Policy and Planning Records

Description: Records created by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

b. All other copies.

Disposition: Temporary. Cut off at project completion. Destroy three years after cut off.

DispAuthNo: N1-059-00-19, item 1b **Date Edited:** 4/1/1999

A-07-005-02 Y2K Administrative Records

Description: Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

Disposition: Temporary. Cut off at completion of project. Destroy three years after cut off.

DispAuthNo: N1-059-00-19, item 2 **Date Edited:** 4/1/1999

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A-07-005-03a Implementation Records

Description: Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance. These records cover the management, coordination, and monitoring of the compliance and readiness status of the Department critical information technology systems, non-information technology systems, and infrastructure for the continuity of information technology and data exchange as it relates to possible problems associated with the starting date of the millennium referred to as Y2K (Year 2 Kilo (thousand)).

a. Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.

Disposition: Cut off at project completion. Apply disposition approved for the overall system.

DispAuthNo: N1-059-00-19, item 3a

Date Edited: 4/1/1999

A-07-005-03b Implementation Records

Description: Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance. These records cover the management, coordination, and monitoring of the compliance and readiness status of the Department critical information technology systems, non-information technology systems, and infrastructure for the continuity of information technology and data exchange as it relates to possible problems associated with the starting date of the millennium referred to as Y2K (Year 2 Kilo (thousand)).

b. Detailed records of the revision, testing, and validation of specific systems or group of systems. Documentation consists of Application Certifications; GAO, OMB and Year 2000 Steering Committee reports; Year 2000 Day One Status reports; the Millennium newsletter; memorandums; e-mails; and other documentation that cover analyses, assessments, awareness and outreach programs, certifications, computer systems, compliance, contingency plans, corrections, deliverables, enhancements, guidance, implementations, interfaces, methodologies, milestones, objectives, office automation, performance measures, platforms, problem solutions, renovations, software applications, standards, taskers, tracking, validations, wavers, and other related subjects.

Disposition: Cut off at project completion. Destroy when three years old.

DispAuthNo: N1-059-00-19, item 3b

Date Edited: 4/1/1999

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A-07-005-04a	Electronic Mail and Word Processing System Records		
Description:	Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination. a. Records with no further administrative value after the record keeping copy is generated.		
Disposition:	Destroy 180 days after recordkeeping copy is generated.		
DispAuthNo:	N1-059-00-19, item 4a	Date Edited:	4/1/1999

A-07-005-04b	Electronic Mail and Word Processing System Records		
Description:	Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination. b. Records used for dissemination, revision, or updating.		
Disposition:	Destroy when dissemination, revision, or updating is complete.		
DispAuthNo:	N1-059-00-19, item 4b	Date Edited:	4/1/1999

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Business Management & Planning, Project Services Office

A-07-006-01 Oversight and Compliance Files

Description: Consists of Certification and Accreditation (C&A) documents, any supporting document, studies or reviews that are used to determine the viability and capability of performing a particular task or project, also included but not limited to, are Statistical performance data for systems and networks; System availability reports; Sample performance indicators Target IT architecture reports; Systems development lifecycle handbooks; Network assessments; Contractor evaluation reports; Market analyses; Performance surveys; Cost-benefit analyses; Histograms; Corrective action reports.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 7/19/2013

A-07-006-01a Oversight and Compliance Files

Description: a. Performance measures and benchmarks

Disposition: Temporary. Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: GRS 24, item 1(a)

Date Edited: 7/19/2013

A-07-006-01b Oversight and Compliance Files

Description: b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and report, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.

Disposition: Temporary. Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: GRS 24, item 1(b)

Date Edited: 7/19/2013

A-07-006-02 IT Facility, Site Management, and Equipment Support Services Records

Description: Consists of listings of facilities; inspection reports; logs or any other written documents used to manage the entry into any controlled access location, room or storage device.

Disposition: Temporary. Destroy/delete when 3 years old or when superseded or obsolete, whichever is longer.

DispAuthNo: GRS 24, item 2

Date Edited: 7/19/2013

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A-07-006-03a	IT Asset and Configuration Management Files
Description:	a. Contains inventories of assets, equipment control systems information, database of barcodes and barcodes reports.
Disposition:	Temporary. Delete/destroy 1 year after completion of the next inventory.
DispAuthNo:	GRS 24, items 3(a)(b) Date Edited: 7/19/2013
A-07-006-03b	IT Asset and Configuration Management Files
Description:	b. Maintenance service histories, asset management guides, requisitions for equipment service or maintenance, change orders, purchase orders for maintenance, property transfer documents control systems information, flow reconfiguration requests, standardization requests and justifications.
Disposition:	Temporary. Destroy/delete 1 year after termination of system.
DispAuthNo:	GRS 24, item 3(b)(1) Date Edited: 7/19/2013
A-07-006-04	System Backups and Tape Library Records
Description:	Consists of Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data, location vault lists, offsite storage facilities and bin locations.
Disposition:	Temporary. Destroy/delete incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, items 4(a)(1) and 4(b) Date Edited: 7/19/2013
A-07-006-05a	Files Related to Maintaining the Security of Systems and Data
Description:	a. System Security Plans and Disaster Recovery Plans
Disposition:	Temporary. Destroy/delete 1 year after system is superseded.
DispAuthNo:	GRS 24, item 5(a) Date Edited: 7/19/2013
A-07-006-06	Files/Records Relating to the Creation, Use and Maintenance of Computer Systems, Applications, or Electronic Records
Description:	Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and costing files required to assess charges for system use.
Disposition:	Temporary. Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.
DispAuthNo:	GRS 20, item 1(c) Date Edited: 7/19/2013

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A-07-006-07	Computer Security Incident Handling, Reporting and Follow-up Records
Description:	Contains records related to reports and documentation of Website defacement, hacks, security break-ins records, problems identified by PSO or customers that are reported to the ITSC for resolution. Also included are records on improper usage by staff, misuse of system, security breaches, security failures, unauthorized intrusions and virus threats.
Disposition:	Temporary. Destroy/delete 3 years after all necessary follow-up actions have been completed.
DispAuthNo:	GRS 24, item 7
	Date Edited: 7/19/2013
A-07-006-08a	IT Operations Records
Description:	a. Cycle time reports, run reports, maintenance and workload schedule.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	GRS 24, item 8(a)
	Date Edited: 7/19/2013
A-07-006-08b	IT Operations Records
Description:	b. Software problem reports.
Disposition:	Temporary. Delete/destroy 1 year after problem solved.
DispAuthNo:	GRS 24, item 8(b)
	Date Edited: 7/19/2013
A-07-006-08c	IT Operations Records
Description:	c. Benchmark measures; operation reports and performance monitoring services.
Disposition:	Temporary. Delete/destroy when 3 years old.
DispAuthNo:	GRS 24, item 8(c)
	Date Edited: 7/19/2013
A-07-006-09a	Financing of IT Resources and Services
Description:	a. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.
Disposition:	Temporary. Destroy/delete 3 years after control measures or procedures are superseded or terminated
DispAuthNo:	GRS 24, item 9(b)
	Date Edited: 7/19/2013

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A-07-006-09b	Financing of IT Resources and Services
Description:	b. Records generated during IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7.
Disposition:	Temporary. Destroy/delete records with no outstanding payments issues when 3 years old.
DispAuthNo:	GRS 24, item 9(c) Date Edited: 7/19/2013
A-07-006-10	IT Customer Service Files
Description:	Customer queries; customer service; end-user inquiries; feedback records; FAQs; help desk logs; pamphlets; requests for assistance; trend analysis; trouble reports and user guides.
Disposition:	Temporary. Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.
DispAuthNo:	GRS 24, item 10(b) Date Edited: 7/19/2013
A-07-006-11	IT Infrastructure Design and Implementation Files
Description:	Consists of records regarding acquisitions; implementation of new systems; installation and testing; progress reviews; new enterprise projects; quality assurance plans; requirements specifications; technology refresh plans and test plans.
Disposition:	N/A
DispAuthNo:	N/A Date Edited: 7/19/2013
A-07-006-11a	IT Infrastructure Design and Implementation Files
Description:	a. Records for projects that are not implemented.
Disposition:	Temporary. Destroy/delete 1 year after final decision is made.
DispAuthNo:	GRS 24, item 11(a) Date Edited: 7/19/2013
A-07-006-11b	IT Infrastructure Design and Implementation Files
Description:	b. Records for projects that are implemented.
Disposition:	Temporary. Destroy delete 5 years after project is terminated.
DispAuthNo:	GRS 24, item 11(b) Date Edited: 7/19/2013

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A-07-006-11c	IT Infrastructure Design and Implementation Files		
Description:	c. Installation and testing records.		
Disposition:	Temporary. Destroy/delete 3 years after final decision on acceptance is made.		
DispAuthNo:	GRS 24, item 11(c)	Date Edited:	7/19/2013
A-07-006-12	PKI Records and Transaction Files		
Description:	Contains PKI transaction records, to include but not limited to, policies and procedure planning records; stand-up configuration validation records; operation records; audit and monitor records; termination, consolidation, or reorganization records; and transaction-specific records.		
Disposition:	N/A		
DispAuthNo:	N/A	Date Edited:	7/19/2013
A-07-006-12a	PKI Records and Transaction Files		
Description:	a. Federal Bridge Certification Authority (FBCA) CAs.		
Disposition:	Temporary. Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.		
DispAuthNo:	GRS 24, item 13a(1)	Date Edited:	7/19/2013
A-07-006-12b	PKI Records and Transaction Files		
Description:	b. Records for projects that are implemented.		
Disposition:	Temporary. Destroy/delete 5 years after project is terminated.		
DispAuthNo:	GRS 24, items 13 a(1)	Date Edited:	7/19/2013
A-07-006-12c	PKI Records and Transaction Files		
Description:	c. Installation and testing records.		
Disposition:	Temporary. Destroy/delete 3 years after final decision on acceptance is made.		
DispAuthNo:	GRS 24, item 13 a(1)	Date Edited:	7/19/2013

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A-07-006-12d **PKI Records and Transaction Files**

Description: d. Other (non-FBCA et.al) CAs.

Disposition: Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.

DispAuthNo: GRS 24, item 13(2)b

Date Edited: 7/19/2013

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Systems Integrity Division

A-07-012-01	Information Systems Operations Policy Files - Arranged by TAGS and Terms
Description:	Correspondence, directives, memorandums, memorandums of understanding, plans, reports, telegrams, and other documentation on domestic, foreign, and technical systems operations covering: Beltsville Information Management Center, Bonn relay operations, Communications Center, cryptography, data processing, digital systems, diplomatic mail and pouch, engineering, equipment, facilities, installations, inter-agency affairs, logistics, maintenance, National Networks Control Center, network management, procedures, procurement, programs, regional information management centers (RIMC), security, system integrity, technical support, telecommunications, Terminal Equipment Replacement Program (TERP), training, and other related subjects.
Disposition:	Cut off at end of each calendar year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-95-4, item 38
Date Edited:	4/1/1999
A-07-012-02	Authorized Entrance List and Visitors Register
Description:	Portions of register containing significant information related to a security report or investigation are to be filed with the report;
Disposition:	destroy all other copies when 1 year old.
DispAuthNo:	NN-172-66, item 7
Date Edited:	4/1/1999
A-07-012-03	Daily Site Check Inventory
Description:	List of short title of each item inventoried, the initials of the person making the inventory, and the date and time.
Disposition:	Destroy on completion of next quarterly inventory.
DispAuthNo:	NN-172-66, item 3
Date Edited:	4/1/1999
A-07-012-04	Computer Access Management Files
Description:	Correspondence, memorandums, reports, telegrams, and other documentation on computer access management covering architecture, audits, business recovery plans, computers, contingency plans, emergencies, implementation, inspector general, investigations, maintenance, manuals, preparedness, projects, research, security, systems, tasks, telephones, and other related subjects.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 39
Date Edited:	4/1/1999

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A-07-012-05 Local Destruction Certificates

Description: Segment information cards, usage record card, or locally developed forms.

Disposition: Destroy after SF-153 report of destruction is submitted.

DispAuthNo: NN-172-66, item 13 **Date Edited:** 4/1/1999

A-07-012-06 System Integrity Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, Report of Violation of Communications Security (FS-507), COMSEC Material Report (SF-153), and other documentation on automated information systems security covering classified information, communications, communications security, computer security, computer systems, countermeasures, cryptographic security, data, designs, destruction reports, evaluation, facilities, field testing, information security, inspections, security material, operational programs, procedures, research, secure voice, security, security policy, systems, telecommunications security, workload statistics, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 40 **Date Edited:** 4/1/1999

A-07-012-07a COMSEC and Telecommunications Guidance Files

Description: Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

a. COMSEC Files.

Disposition: Destroy when 10 years old.

DispAuthNo: NN-172-66, item 14b **Date Edited:** 4/1/1999

A-07-012-07b COMSEC and Telecommunications Guidance Files

Description: Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

b. User Files.

Disposition: Destroy when 3 years old or when superseded by revision of appropriate publications.

DispAuthNo: NN-172-66, item 14a **Date Edited:** 4/1/1999

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A-07-012-08	COMSEC Audit Files - Arranged by post and Department office
Description:	Memorandums, telegrams, reports, and other documentation on communications security audits covering accounts, auditors, audits, certificates, communications security, custodians, equipment, inventory, questionnaires, reconciliation, Regional Information Management Centers, security, and other related subjects.
Disposition:	Place individual post (or office) folder in the inactive file upon completion of current year audit. Destroy when 1 year after a new audit of the individual post (or office) is initiated.
DispAuthNo:	N1-059-95-4, item 41
	Date Edited: 4/1/1999
A-07-012-09a	COMSEC Discrepancy Correspondence
Description:	Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations. a. COMSEC Files.
Disposition:	Destroy 5 years following date condition corrected.
DispAuthNo:	NN-172-66, item 9b
	Date Edited: 4/1/1999
A-07-012-09b	COMSEC Discrepancy Correspondence
Description:	Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations. b. User Files.
Disposition:	Destroy when condition corrected.
DispAuthNo:	NN-172-66, item 9a
	Date Edited: 4/1/1999
A-07-012-10a	Cabled and Standard COMSEC Material Report (SF-153) Post Files
Description:	COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects. a. Central Office of Record - COMSEC Files. Arranged by post.
Disposition:	Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.
DispAuthNo:	N1-059-95-4, item 42a
	Date Edited: 4/1/1999

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A-07-012-10b	Cabled and Standard COMSEC Material Report (SF-153) Post Files
Description:	COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects. b. User COMSEC Files. Arranged by post.
Disposition:	Cut off at end of calendar year. Return to Central Office of Record (COR) on completion of second inventory.
DispAuthNo:	N1-059-95-4, item 42b
Date Edited:	4/1/1999
A-07-012-11a	COMSEC Material Supply Correspondence Files
Description:	Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material. a. COMSEC Files.
Disposition:	Destroy when 10 years old.
DispAuthNo:	NN-172-66, item 2b
Date Edited:	4/1/1999
A-07-012-11b	COMSEC Material Supply Correspondence Files
Description:	Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material. b. User Files.
Disposition:	Destroy when 2 years old or when particular system is discontinued, whichever occurs first.
DispAuthNo:	NN-172-66, item 2a
Date Edited:	4/1/1999
A-07-012-12a	COMSEC Memorandums
Description:	Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account. a. COMSEC Files.
Disposition:	Destroy when purpose served and no longer needed for reference, but before 3 years old.
DispAuthNo:	NN-172-66, item 5b
Date Edited:	4/1/1999

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A-07-012-12b	COMSEC Memorandums
Description:	Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account. b. User Files.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	NN-172-66, item 5a Date Edited: 4/1/1999
A-07-012-13	COMSEC Officer - Memorandum of Appointment
Description:	
Disposition:	Destroy when new appointment made.
DispAuthNo:	NN-172-66, item 10 Date Edited: 4/1/1999
A-07-012-14	COMSEC Post Correspondence Files - Arranged by post
Description:	Correspondence, memorandums, telegrams, and other documentation on accountability, communications security covering accounting, destruction, equipment, inventories, keys, maintenance, operations, procedures, receipts, transfers, and other related subjects.
Disposition:	Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.
DispAuthNo:	N1-059-95-4, item 43 Date Edited: 4/1/1999
A-07-012-15a	Report of Violation of Communications Security (FS-507)
Description:	a. COMSEC Files.
Disposition:	Destroy when 20 years old.
DispAuthNo:	NC1-059-76-8, item 2 Date Edited: 4/1/1999
A-07-012-15b	Report of Violation of Communications Security (FS-507)
Description:	b. User Files.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NN-172-66, item 11a Date Edited: 4/1/1999

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A-07-012-16a	COMSEC Telecommunications Security Files
Description:	Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects. a. Subject Files. Arranged by TAGS and Terms.
Disposition:	Cut off at end of calendar year. Destroy when 5 years old or when no longer needed.
DispAuthNo:	N1-059-95-4, item 44a Date Edited: 4/1/1999
A-07-012-16b	COMSEC Telecommunications Security Files
Description:	Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects. b. Post Files. Arranged by post.
Disposition:	Destroy when 3 years old or when no longer needed.
DispAuthNo:	N1-059-95-4, item 44b Date Edited: 4/1/1999
A-07-012-17	COMSEC Transaction Continuity Log
Description:	Contains transaction number, type of report and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.
Disposition:	Cut off at end of each calendar year and destroy.
DispAuthNo:	NN-172-66, item 8 Date Edited: 4/1/1999
A-07-012-18a	Crypto Clearance Correspondence Files
Description:	Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance. a. Crypto Files.
Disposition:	Destroy when 15 years old.
DispAuthNo:	N1-059-95-4, item 45a Date Edited: 4/1/1999

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A-07-012-18b	Crypto Clearance Correspondence Files
Description:	Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance. b. User Files.
Disposition:	Destroy when person whose clearance is discussed no longer requires clearance and/or departs for another assignment.
DispAuthNo:	N1-059-95-4, item 45b
	Date Edited: 4/1/1999
A-07-012-19a	Appointment of Crypto Custodian and Alternate
Description:	a. Crypto Files.
Disposition:	Permanent. Attach to closing inventory report of outgoing custodian.
DispAuthNo:	NN-172-66, item 6b
	Date Edited: 4/1/1999
A-07-012-19b	Appointment of Crypto Custodian and Alternate
Description:	b. User Files.
Disposition:	Destroy when updated form submitted to Central Office of Record.
DispAuthNo:	NN-172-66, item 6a
	Date Edited: 4/1/1999
A-07-012-20a	Crypto Security Systems Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects. a. Crypto Files.
Disposition:	Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.
DispAuthNo:	N1-059-95-4, item 46a
	Date Edited: 4/1/1999

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A-07-012-20b	Crypto Security Systems Files - Arranged by TAGS and Terms		
Description:	Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects. b. User Files.		
Disposition:	Cut off at end of calendar year. Destroy on completion of second inventory following period of reports.		
DispAuthNo:	N1-059-95-4, item 46b	Date Edited:	4/1/1999
A-07-012-21	Crypto Vault Files - Arranged by short titles		
Description:	Correspondence, memorandums, telegrams, and other documentation on cryptographic equipment covering COMSEC material reports, contracts, inventory, receiving, requests, shipments, work orders, and other related subjects.		
Disposition:	Destroy when no longer needed or obsolete.		
DispAuthNo:	N1-059-95-4, item 47	Date Edited:	4/1/1999
A-07-012-22	Crypto Vault Pouch Receipts Files		
Description:	Classified Mail Weight Form (DPM), Receipt to Sender (DCS-1), and Receipt for Registered Mail (DS-454).		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-059-95-4, item 48	Date Edited:	4/1/1999

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IRM Customer Center - External Affairs Branch

A-07-013-01a Interagency Program Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

a. Memorandums of Understanding.

Disposition: Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

DispAuthNo: N1-059-95-4, item 49a **Date Edited:** 4/1/1999

A-07-013-01b Interagency Program Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

b. All other material.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 49b **Date Edited:** 4/1/1999

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A-07-013-02 Interagency Agreement Files - Arranged by agreement

Description: Correspondence, memorandums, memorandums of understandings, telegrams, and other documentation on interagency agreements covering agencies, agreements, connections, equipment, instructions, maintenance, scanners, secure voice, work agreements, 071802 agreements (Diplomatic Telecommunications Service (DTS), Direct Communications Link, Nuclear Risk Reduction Center Communications Link, and National Risk Reduction Center Communications Link) and other related subjects.

Disposition: Destroy signed original agreement and related documents 5 years after termination date of agreement, extension, or final act.

DispAuthNo: N1-059-95-4, item 50 **Date Edited:** 4/1/1999

A-07-013-03 Interagency Post Files - Arranged by post

Description: Memorandums, telegrams, and other documentation on post interagency affairs covering background information, communications, equipment, guidance, International Telecommunications Union (ITU), satellites, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 51 **Date Edited:** 4/1/1999

A-07-013-04 Interagency Reference Files

Description: Manuals, publications, standards, technical information, and other documentation on interagency affairs covering communications, E-mail, fax, information, network services, public switch network, systems, telephones, television, transportable communications, and other related subjects.

Disposition: Destroy when no longer needed or obsolete.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

A-07-013-05 National Communications System (NCS) Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, and other documentation on national communications systems covering committee meetings, directives, emergency preparedness, guidelines, issuances, meetings, national security, network, plans, policy, projects, public switch network, requirement analysis, restoration priorities, standards, survivability, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-059-95-4, item 53 **Date Edited:** 4/1/1999

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A-07-013-06	Radio Reciprocity Files - Arranged by post
Description:	Correspondence, memorandums, telegrams, and other documentation on radio reciprocity covering background information, costs, frequency allocations, history, permission to operate, power usage, radios, rights to own radios, satellites, and other related subjects.
Disposition:	Permanent. Review annually. Retire inactive files, that have had no action in 5 years, to RSC for transfer to WNRC. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-95-4, item 54
	Date Edited: 4/1/1999

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Telecommunications, Wireless and Data Services Division

A-07-015-01a Maintenance Files - Arranged by TAGS and Terms

Description: Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

DispAuthNo: N1-059-95-4, item 65a **Date Edited:** 4/1/1999

A-07-015-01b Maintenance Files - Arranged by TAGS and Terms

Description: Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

b. All other material.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 65b **Date Edited:** 4/1/1999

A-07-015-02a Digital Systems Files

Description: Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-059-95-4, item 66a **Date Edited:** 4/1/1999

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A-07-015-02b **Digital Systems Files**

Description: Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

b. All other material.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-95-4, item 66b

Date Edited: 4/1/1999

A-07-015-03a **Radio Frequency Files**

Description: Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-059-95-4, item 67a

Date Edited: 4/1/1999

A-07-015-03b(1) **Radio Frequency Files**

Description: Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

b. All other material.

(1) Short-term: transactions, inactive, and completed material.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-95-4, item 67b(1)

Date Edited: 4/1/1999

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A-07-015-03b(2)	Radio Frequency Files
Description:	Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects. b. All other material. (2) Long-term: life of project/program history/life of post status.
Disposition:	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
DispAuthNo:	N1-059-95-4, item 67b(2) Date Edited: 4/1/1999
A-07-015-04a	Voice Systems Files
Description:	Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects. a. Memorandums of Understanding, copies of contracts, etc.
Disposition:	Destroy 2 years after terminated or closed.
DispAuthNo:	N1-059-95-4, item 68a Date Edited: 4/1/1999
A-07-015-04b(1)	Voice Systems Files
Description:	Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects. b. All other material. (1) Short-term: transactions, inactive, and complete material.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-95-4, item 68b(1) Date Edited: 4/1/1999

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A-07-015-04b(2) **Voice Systems Files**

Description: Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history/life of post status.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-059-95-4, item 68b(2)

Date Edited: 4/1/1999

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IRM Customer Center - Special Communications Branch

A-07-017-01a Special Communications Support Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

a. Program Subject Files.

Disposition: Cut off at end of each calendar year. Destroy after 3 years.

DispAuthNo: N1-059-95-4, item 80a **Date Edited:** 4/1/1999

A-07-017-01b Special Communications Support Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

b. Trip Case Files. Documents accumulated on individual trips.

Disposition: Cut off at end of each calendar year. Destroy after 1 year.

DispAuthNo: N1-059-95-4, item 80b **Date Edited:** 4/1/1999

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A-07-017-02a	Temporary Duty Trip Files - Arranged by post
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Description:	Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.
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a. Post TDY Trip Files.

Disposition:	Cut off at end of calendar year. Destroy after 2 years.
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DispAuthNo:	N1-059-95-4, item 81a	Date Edited:	4/1/1999
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A-07-017-02b	Temporary Duty Trip Files - Arranged by post/individuals name
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Description:	Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.
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b. Rover Personnel File.

Disposition:	Destroy 3 years after person is no longer in the program.
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DispAuthNo:	N1-059-95-4, item 81b	Date Edited:	4/1/1999
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Chapter 07: Information Resources Management Records

Systems and Integration

A-07-018-01 Domestic Operations Files

Description: Correspondence, memorandums, telegrams, and other documentation on domestic operations covering automated data processing, communication centers, configurations, digital systems, engineering, equipment, facilities, information management, information processing, installations, operations, programs, requests, support, systems operations, technical controls, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 82 **Date Edited:** 4/1/1999

A-07-018-02 Data Processing Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, and other documentation on automated data processing covering automated systems, Beltsville Information Management Center (BIMC), computers, computer output microfiche and microfilm, equipment, installations, facilities, guidance, hardware, management, maintenance, operations, production, programming, Regional Administrative Management Centers (RAMC), reports, support, systems, technical operations, terminals, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 83 **Date Edited:** 4/1/1999

A-07-018-03 ADP - Camera Security System

Description: Video-cassette tapes, of any format, e.g. Video Home System (VHS), containing recorded video information produced by electronic cameras and video-cassette recorder (VCR) covering controlled access area check points.

Disposition: Erase tapes when no longer needed and reuse.

DispAuthNo: N1-059-95-4, item 84 **Date Edited:** 4/1/1999

A-07-018-04 ADP - Facilities Management Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, purchase orders, and other documentation on facilities management covering security access controls, background information, communications security, disposal, finances, forms management, inventory, maintenance, projects, procurement, property, renovations, resources, security, surveys, tasks, and other related subjects.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-95-4, item 85 **Date Edited:** 4/1/1999

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Chapter 07: Information Resources Management Records

A-07-018-05a **ADP - Magnetic Tapes Library**

Description: a. Reusable Tapes. Tapes produced as a special request from users.

Disposition: Reuse when no longer needed by requester.

DispAuthNo: N1-059-95-4, item 86a **Date Edited:** 4/1/1999

A-07-018-05b **Magnetic Tapes Library**

Description: b. Permanent Historical Tapes. These tapes contain historical foreign policy records covered by items 070602 to 070606

SPECIAL INSTRUCTIONS - FOR PERMANENT TAPES

To store tapes in the Library:

CFR 1234.28 (g) provides the following standards for the storage of tapes containing PERMANENT records: room must be fire proof with no sprinklers, have a constant temperature of 62-68°F and humidity of 35-45%, no food or drinks can be in controlled access area.

To preserve the tapes historical information:

Use 18 track 3480 class magnetic tape cartridge, labeled, make backups of all tapes, keep duplicate copies - off site, rewind every 3.5 years, re-copy onto new tapes after 10 years.

To transfer tapes to NARA:

Follow 36 CFR 1228.188; AND the additional guidance Department and NARA developed on 6/28/94 and thereafter.

Disposition: Follow the authorized disposition cited in items 070603 to 070606.

DispAuthNo: N1-059-95-4, item 86b **Date Edited:** 4/1/1999

A-07-018-06 **ADP - Production Control - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, and telegrams, other documentation on production control requests, covering automated data processing, batch processing, copying, jobs, magnetic cartridges and tapes, microfiche, microfilm, outputs, printouts, procedures, production controls, reports, schedules, setups, special requests, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 87 **Date Edited:** 4/1/1999

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Chapter 07: Information Resources Management Records

A-07-018-07	Communications Management Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, and other documentation on communications covering analysis, communications, centers, distribution, encryption and decryption, facilities, maintenance, messages, networking, receipt, registration, relay, reproduction, secure voice interface, servicing, technical security, telecommunications, transmission, and other related subjects.
Disposition:	Cut off at end of each calendar year. Destroy when 5 years old.
DispAuthNo:	N1-059-95-4, item 88
	Date Edited: 4/1/1999
A-07-018-08a	Telephone - Work and Service Order Files
Description:	a. Orders from inside the Main State Building.
Disposition:	Destroy after 1 year.
DispAuthNo:	N1-059-95-4, item 99b
	Date Edited: 4/1/1999
A-07-018-08b	Telephone - Work and Service Order Files
Description:	b. Order from outside the Main State Building.
Disposition:	Destroy 1 year after site is no longer used.
DispAuthNo:	N1-059-95-4, item 99a
	Date Edited: 4/1/1999
A-07-018-09	Communications - Information Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, and other documentation on communication information covering Automated Reproduction and Collating System (ARCS), contracts, gateway interconnections, maintenance, procurement, security, technical services, and other related subjects.
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 89
	Date Edited: 4/1/1999
A-07-018-10	Communications - Operations Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, and other documentation on communications operations covering analysis, Beltsville Communication Center, collective addresses, communications, information services, contracts, coordination, dissemination, distributions, facilities, interface, maintenance, operations, statistics, systems, traffic, upgrades, and other related subjects.
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 90
	Date Edited: 4/1/1999

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A-07-018-11	Communications - Operations Circuits Files - Arranged by post
Description:	Memorandums, telegrams, diagrams, plans, and other document on communications circuits covering background information, connections, drawings, equipment, networks, requests, and other related subjects.
Disposition:	Retain in office. Retire to RSC 1 year after post building is no longer occupied by the Department or post has closed. Destroy 5 years after date RSC received.
DispAuthNo:	N1-059-95-4, item 91 Date Edited: 4/1/1999
A-07-018-12a	Communications - Programming Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects. a. Memorandums of Understanding, copies of contracts, etc.
Disposition:	Destroy 2 years after terminated or closed.
DispAuthNo:	N1-059-95-4, item 92a Date Edited: 4/1/1999
A-07-018-12b	Communications - Programming Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects. b. All other material.
Disposition:	Cut off at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is longer.
DispAuthNo:	N1-059-95-4, item 92b Date Edited: 4/1/1999

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A-07-018-13 **Communications - Service Message Files**

Description: Incoming and outgoing communications concerning the TAGS system and technical problems which result in the telegraphic transmission of information between the Department and the posts.

Disposition: Destroy 1 year after problem has been solved.

DispAuthNo: NC-059-75-17, item 5 **Date Edited:** 4/1/1999

A-07-018-14 **Telephone - Billing Invoice Files**

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 93 **Date Edited:** 4/1/1999

A-07-018-15 **Telephone - Billing Magnetic Tapes**

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-95-4, item 94 **Date Edited:** 4/1/1999

A-07-018-16 **Telephone - Call Detail Record Polling (CDRP) - Magnetic Tapes**

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-95-4, item 95 **Date Edited:** 4/1/1999

A-07-018-17 **Telephone - Contract Management Files**

Description: Copies or other extra convenience copies of: contracts, correspondence, interim reports, invoices, justifications, modifications to contract, OF-206 (Purchase Order, Receiving Report, and Voucher), OF-263 (Requisition for equipment, Supplies, Furniture, Etc.), progress reports, purchase orders, receipts, request for proposals, requisitions, successful bids and proposals, surveys, work plan schedules, and other documentation on contract or procurement covering administration, approvals, awards, budgets, compensation, conferences, deliveries, determinations, expenditures, findings, inspection, monitoring, negotiations, payments, performance, products, proposals, solicitations, supporting data and documents, and other related subjects.

Disposition: Destroy 2 years after close out date of contract, or when no longer needed, whichever is sooner after the expiration date of the contract or its last extension.

DispAuthNo: GRS 23, item 1 **Date Edited:** 4/1/1999

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A-07-018-18	Telephone and Digital Systems Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, reports, and other documentation on digital systems covering billing, communication lines, Consolidated Centrex, contractors, contracts, copies of contracts, digital telecommunications, Diplomatic Telecommunications Service (DTS), equipment, Federal Telecommunications System (FTS), long distance, matrix schedules, meetings, plans, policies, Private Branch Exchange (PBX), procurement, services, site surveys and summaries, status reports, telephone directory data base, telephone switching system, tie lines integration, vendors, Video Telecommunications Program, voice telecommunications, Washington Integrated Telecommunications Services (WITS), White House Communications Agency (WHCA), and other related subjects.
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 96
Date Edited:	4/1/1999
A-07-018-19	Telephone - Directory Changes (DS-1891)
Description:	
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-95-4, item 97
Date Edited:	4/1/1999
A-07-018-20	Telephone - Number Records Files
Description:	Documents on each telephone number covering technical background information.
Disposition:	Destroy 1 year after telephone number is no longer used.
DispAuthNo:	N1-059-95-4, item 98
Date Edited:	4/1/1999
A-07-018-21	Enterprise Metadata Repository [EMR]
Description:	The Enterprise Metadata Repository [EMR] serves as the central source of control for Department of State metadata. In support of the Department's data sharing goals, EMR facilitates the reuse of existing data by providing access to metadata standards extracted from Department information systems. Users access EMR through an internal web-based interface.
Disposition:	N/A
DispAuthNo:	N/A
Date Edited:	9/30/2011

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A-07-018-21a **Enterprise Metadata Repository [EMR]**

Description: a. Master File

Electronic file consisting of metadata extracted for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.

Disposition: TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: GRS 20, item 7

Date Edited: 9/30/2011

A-07-018-21b **Enterprise Metadata Repository [EMR]**

Description: b. Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the EMR.

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1)

Date Edited: 9/30/2011

A-07-018-21c **Enterprise Metadata Repository [EMR]**

Description: c. Backups

Electronic record retained in case the master file or database is damaged or inadvertently erased.

Disposition: TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b

Date Edited: 9/30/2011

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A-07-018-22 Master Reference Data [MRD] System

Description: The Master Reference Data [MRD] system serves as a single, shared access point for standard Department of State reference data including organizational, allotment and funding codes. MRD consolidates reference codes manually input from a variety of published sources, both internal and external, to ensure accurate, consistent, and complete reference data. Users access and download data through an internal web-based interface or via the Enterprise Service Bus in the form of a web service.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 9/30/2011

A-07-018-22a Master Reference Data [MRD] System

Description: a. Master File

Data file consists of reference codes copied, extracted, merged, and/or calculated from other data, when the original data is retained.

Disposition: TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: GRS 20, item 12b

Date Edited: 9/30/2011

A-07-018-22b Master Reference Data [MRD] System

Description: b. Outputs

Ad hoc printouts created for reference purposes or to meet day-to-day business needs. Excluded are printouts or reports created to satisfy established reporting requirements.

Disposition: TEMPORARY. Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: GRS 20, item 16

Date Edited: 9/30/2011

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A-07-018-22c Master Reference Data [MRD] System

Description: c. Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the MRD system.

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1) **Date Edited:** 9/30/2011

A-07-018-22d Master Reference Data [MRD] System

Description: d. Backups

Electronic record retained in case the master file or database is damaged or inadvertently erased.

Disposition: TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b **Date Edited:** 9/30/2011

A-07-018-23a Enterprise Data Warehouse (EDW)

Description: a. Master File

The EDW information system developed in 2007 is one of several tools used by the Data Management (DM) program to accomplish DM's goal to maximize the accessibility, reusability, reliability, and overall quality of the Department of State's enterprise. EDW collects data from various electronic information systems (the International Cooperative Administrative Support Services system (ICASS), Global Financial Management System (GFMS), Human Resources Knowledge Center (KC), Post Administrative Software Suite (PASS), and Integrated Logistics Management System (ILMS)) worldwide. EDW provides Executive dashboards, for senior management, Collaborative Management Initiative (CMI) dashboards for overseas and COMPARE dashboards used to measure the performance of Posts based on uniform standards, and ICASS services. EDW dashboards and reporting are utilized by the Office of Management Policy, Rightsizing and Innovation (M/PRI) and personnel overseas to answer questions about Department of State operations. Reports produced by EDW are also used to track the efficiency of ICASS services.

Disposition: Temporary. Cut off at end of calendar year. Delete 10 years after cut off or when no longer needed whichever is later.

DispAuthNo: DAA-0059-2012-0008-0001 **Date Edited:** 1/22/2013

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A-07-018-23b	Enterprise Data Warehouse (EDW)
Description:	b. Inputs/Source Records: Hard copy (non-electronic) documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signature) and not previously scheduled for permanent retention in an NARA-approved agency records schedule.
Disposition:	Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2a(4) Date Edited: 1/22/2013
A-07-018-23c	Enterprise Data Warehouse (EDW)
Description:	c. Inputs/Source Records: Electronic records entered into the system during an update process, and not required for an audit and legal purposes and electronic records received from other agencies.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 1/22/2013
A-07-018-23d	Enterprise Data Warehouse (EDW)
Description:	d. Outputs: Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: - Produced as an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before security operational purposes.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 1/22/2013

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A-07-018-23e **Enterprise Data Warehouse (EDW)**

Description: e. Outputs:

Printouts derived from electronic records created on an ad-hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they had filed.)

DispAuthNo: GRS 20, item 16

Date Edited: 1/22/2013

A-07-018-23f **Enterprise Data Warehouse (EDW)**

Description: f. Systems Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4a(1)

Date Edited: 1/22/2013

A-07-018-23g **Enterprise Data Warehouse (EDW)**

Description: g. System Documentation

Includes systems requirements, system design, and user guides.

Disposition: Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1)

Date Edited: 1/22/2013

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Chapter 07: Information Resources Management Records

IRM Customer Center - Support Services Division

A-07-019-01 Foreign Operations - Management Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of operations, telegrams, and other documentation on foreign operations covering crisis management, data processing, Diplomatic Telecommunications Service (DTS), emergencies, facilities, information management, information program units, operations, operating programs, operational liaison, Regional Information Management Centers (RIMC), support activities, systems, systems operations, technical support, telecommunications facilities, training, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 100 **Date Edited:** 4/1/1999

A-07-019-02 Foreign Operations - Program Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of conversation, telegrams, and other documentation on foreign operations covering automated data processing, C-LAN, communications security, compliance, Department Telecommunication System (DTS), emergencies, fax, Information Program Unites (IPU), implementation, information management operations programs, liaison, projects, Regional Information Management Centers (RIMC), systems operations, Secretary, and visitor support, security, technical training, Terminal Equipment Replacement Program (TERP), and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 101 **Date Edited:** 4/1/1999

A-07-019-03 Post Information Management - Liaison Files - Arranged by post

Description: Memorandums, telegrams, and other documentation on posts information management programs covering circuits, communications, communications security, emergency planning, equipment, installations, liaison, personnel, projects, testing, temporary duty assignments, travel, trip reports, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 102 **Date Edited:** 4/1/1999

A-07-019-04 Posts Information - Systems Files - Arranged by post

Description: Correspondence, memorandums, telegrams, and other documentation on post information systems covering applications and software, compact disks (CD), E-mail, equipment, Information Systems Unit, maintenance, system managers, telecommunications, training, unclassified systems, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 103 **Date Edited:** 4/1/1999

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Information Technology Infrastructure

A-07-020-01 Technical Operations Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on technical operations covering C-LAN system, Classified Information Handling System (CIHS), communications security, contracts, Diplomatic Telecommunication Services (DTS), facilities, management, secure telephone system, telecommunications services and support, telephones, tempest, Terminal Equipment Replacement Program (TERP), trip reports, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 104 **Date Edited:** 4/1/1999

A-07-020-02a Automated Data Processing Files - Arranged by year and purchase order number

Description: Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

a. Maintenance agreements, life of produce agreements, copies of contracts, etc.

Disposition: Destroy 2 years after terminated, closed, or no longer used.

DispAuthNo: N1-059-95-4, item 105a **Date Edited:** 4/1/1999

A-07-020-02b Automated Data Processing Files - Arranged by year and purchase order number

Description: Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

b. All other material.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-95-4, item 105b **Date Edited:** 4/1/1999

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A-07-020-03a	Facilities Files - Arranged by project or program
Description:	Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitation, renovations, reviews, schematics, telephones, trip and status reports, wavers, a. Memorandums of Understanding, copies of contracts, etc.
Disposition:	Block as appropriate by: calendar year, active/inactive, short-term/long-term, etc. Destroy 2 years after terminated or closed.
DispAuthNo:	Date Edited: 4/1/1999
A-07-020-03b(1)	Facilities Files - Arranged by project or program
Description:	Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitation, renovations, reviews, schematics, telephones, trip and status reports, wavers, and related correspondence. b. All other material. (1) Short-term: transactions, inactive, and complete material.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-95-4, item 106b(1) Date Edited: 4/1/1999
A-07-020-03b(2)	Facilities Files - Arranged by project or program
Description:	Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitation, renovations, reviews, schematics, telephones, trip and status reports, wavers, and related correspondence. b. All other material. (2) Long-term: life of project/program history.
Disposition:	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
DispAuthNo:	N1-059-95-4, item 106b(2) Date Edited: 4/1/1999

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A-07-020-04a	Installation - Drawings Files - Arranged by TAGS and Terms		
Description:	Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects. a. Subject Files.		
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.		
DispAuthNo:	N1-059-95-4, item 107a	Date Edited:	4/1/1999
A-07-020-04b	Installation - Drawings Files - Arranged by project or program		
Description:	Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects. b. Post Files.		
Disposition:	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.		
DispAuthNo:	N1-059-95-4, item 107b	Date Edited:	4/1/1999
A-07-020-05a	Installation - Equipment Files - Arranged by TAGS and Terms		
Description:	Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects. a. Taskings.		
Disposition:	Cut off at end of each calendar year. Destroy when 3 years old.		
DispAuthNo:	N1-059-95-4, item 109a	Date Edited:	4/1/1999

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A-07-020-05b	Installation - Equipment Files - Arranged by TAGS and Terms
Description:	Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects. b. All other items.
Disposition:	Cut off at end of each calendar year. Destroy when 4 years old.
DispAuthNo:	N1-059-95-4, item 109b Date Edited: 4/1/1999
A-07-020-06a	Programs Files
Description:	Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects. a. Short-term: transactions, inactive, and completed material.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 108a Date Edited: 4/1/1999
A-07-020-06b	Programs Files
Description:	Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects. b. Long-term: life of project/program history.
Disposition:	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
DispAuthNo:	N1-059-95-4, item 108b Date Edited: 4/1/1999

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A-07-020-07 Secure Voice Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on fax, guidelines, inventories, issuances, operational policy, procurement, requests, secure telephone units (STU), telephones, vendors, work orders, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 110

Date Edited: 4/1/1999

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A-07-022-01 Administrative - Subject Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, notices, reports, telegrams, and other documentation on a wide range of internal administration or housekeeping activities covering: activity reports, budget, communications, construction, daily activities, distribution, equipment, expenditures, finances, functional statements, funds, finding aids, FOI and Privacy Act requests, general information, general services, indexes, invoices, maintenance, management, organization, organizational charts, pay, personnel matters, printing, procedures, procurement, property, purchase orders, repairs, requests for information, schedules, security, services, space, staffing, statistical reports, supplies, telephones, training, tracking and control, transportation, travel, vehicles, work progress reports, workload reports, Diplomatic Pouch Mail Registration (OF-120), Personal Custody Property (OF-130), Property Survey Report (DS-310), Receipt for Registered Mail (DS-454), Records Transmittal and Receipt (SF-135), Registered Mail Invoice (DS-712), Requisition for Equipment-Supplies-Furniture-Furnishings-Services (OF-263), Requisition for Publishing-Reproduction and Distribution Services (DS-5R), Retirement of Records (DS-693), Routing and Transmittal Slip (OF-41), and other related subjects.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1 **Date Edited:** 4/1/1999

**A-07-022-02 Chronological Files - Arranged by date, Message Reference Number (MRN),
or by individual office/post**

Description: Extra copies of documents arranged in numerical or date order for convenience of reference.

NOTE: Offices that maintain both a Program File AND a Chron File may use this item to dispose of their Chron file. However, offices that maintain ONLY a Chron File can not use this item to dispose of their "Chron File" - until they set up a Program File (subject or case file) for their evidentiary mission/program activities.

Disposition: Cut off at end of each calendar year. Destroy 1 year after cut off date or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-95-4, item 3 **Date Edited:** 4/1/1999

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A-07-022-03 Technical Reference Files - Arranged by TAGS and Terms

Description: Extra copies of congressionals, correspondence, diplomatic notes, memorandums, telegrams, other documentation; and guidelines, instructions, laws, manuals, plans, publications, reference books, regulations, reports, standards, and other material on technical information covering background information, designs, details, developments, examples, forms, general information, methods, newspaper and magazine clippings, papers, policies, programs, projects, research, surveys, and other related subjects.

Disposition: Review annually. Destroy items that have been updated, are obsolete, or no longer needed.

DispAuthNo: Non-Record

Date Edited: 4/1/1999
